

अण्डमान तथा
Andaman And



निकोबार राजपत्र
Nicobar Gazette

सत्यमेव जयते
असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

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अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION

परिवहन निदेशालय
DIRECTORATE OF TRANSPORT

NOTIFICATION

Port Blair, dated the 24th 11th SeptemberMay, 2013.

No. 20499/2013/F. No. 207-19/Estt./2010-I-D-IV.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, New Delhi, Notification No. 14/3/60-ANL dated 11/04/11th April, 1960, and in supersession of all previous Notification issued in this regard, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following Rules regulating the method of recruitment to the Group 'C' (Non-Gazetted, Non-ministerial) posts of Daftry, Peon, Chowkidar, and Sweeper etc., re-designated (vide Office Order No. 1310 dated 31.05.2013) as—“MULTI TASKING STAFF” borne in the establishment of Mahatma Gandhi Govt. College, Mayabunder Directorate of Transport, Andaman and Nicobar Administration, namely :-

1. **SHORT TITLE AND COMMENCEMENT :**

- These rules may be called the Andaman and Nicobar Administration (Group 'C' Non-Gazetted, Non-ministerial posts of “Multi Tasking Staff” borne in the Establishment of Directorate of Transport) Mahatma Gandhi Govt. College), Recruitment Rules, 2013.
- They shall come into force on the date of their publication in the Official Gazette.

2. **NUMBER OF POSTS, CLASSIFICATION, PAY BAND AND GRADE PAY/PAY sSCALE of pay :**

The number of posts, its classification and the Pay Band and Grade Pay/Pay Scale attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed here to these rules. (Schedule-I).

3. **METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION ETC. :**

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the said Schedule annexed to these rules (Schedule-I).

4. **DISQUALIFICATION :s**

No person—

- who has entered into or contracted a marriage with any person having a spouse living; or
- who, having a spouse living, has entered into or contracted a marriage with any person.

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shall be eligible for appointment to the said posts :

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Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

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2 THE ANDAMAN AND NICOBAR EXTRAORDINARY GAZETTE, MAY-SEPTEMBER 2+11, 2013

5. POWER TO RELAX :

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, is of the opinion that, it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving :-

Nothing in these rules shall affect the reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General. (Retd.) Bhopinder A.K. Singh, PVSM, AVSM

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Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

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Sd./-

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Secretary-cum-(Esupadam)

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SCHEDULE-I

RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF INAT MINISTRY/DEPARTMENT OF MOTOR TRANSPORTMAHATMA GANDHI GOVT. COLLEGE, MAYABUNDER

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1.	Name of post	MULTI TASKING STAFF
2.	No. of posts	12-53 (Fifty ThreeTwelve) * 2013 (Dafttry-03, Peon-09, Chowkidar-33 and Sweeper-08) (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial/Non-Technical
4.	Pay Band and Grade Pay/Pay Scale	PB -1 ` 5200-20200 + Grade Pay ` 1800
5.	Whether selection post or non-selection post ?	Not applicable
6.	Age limit for direct recruits	For Male Candidate :- 18 years-33 years for male For female-18-38 years for femalemale-and-between-18-and-38-for (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or -or- orders issued by the Central Govt. from time to timeernment) Note :- The crucial date for determining the age limit shall be the closing date for receipt of names/applications from the Employment Exchange/Candidates.
7.	Educational and other qualifications	Essential :

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	required for direct recruits	<u>Must have Passed</u> Secondary School Certificate Examination (10 th Std.) from a recognized Board/ Institution. Desirable : a) <u>Ability to ride Bicycle.</u> b) <u>Ability to ride Bicycle.</u> c) <u>Ability to Stitching Files/Records and its maintenance.</u>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable

THE ANDAMAN AND NICOBAR EXTRAORDINARY GAZETTE, SEPTEMBER 11, 2013 3

9.
Period of probation, if any
Two years

9.	Period of probation, if any	2 (Two) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	100% b By direct recruitment
11.	In case of recruitment by promotion or by transfer on/ deputation/ absorption , grades from which promotion/ deputation transfer/ absorption to be made.	Not applicable
12.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) Consisting of :- 1. Director Transport - Chairman 2. Mechanical Engineer, Directorate of Transport, - Member 3. Assistant Engineer (Mech.), Workshop Division, APWD - Member 4. Assistant Director (Admn.), Directorate of Transport - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment Rules	Not applicable
14.	Duties and Responsibilities	Attached as Annexure to the Schedule

THE ANDAMAN AND NICOBAR EXTRAORDINARY GAZETTE, AUGUST 21, 2012 3

12.	If a DPC exists, what is its composition ?	Group 'C' DPC for considering cases of confirmation consisting of :- 1. Chief Port Administrator - Chairman 2. Harbour Master, PMB - Member 3. Deputy Director (SS) - Member 4. Assistant Director (Admn.), PMB - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure

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ANNEXURE -A TO SCHEDULE

**DUTIES & RESPONSIBILITIES Job description for the ~~FOR THE p~~Post oOf Multi
Tasking Staff**

IN THE PORT MANAGEMENT BOARD

1. Physical maintenance of records of the Section.
2. General cleanliness and up-keep of the Section/ Units.
3. Carrying of files and other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical works in the Section/ Units.
6. Assisting in routine office works like diary, dispatch etc. including on Computer.
7. Delivering of Dak (outside the building).
8. Watch and Ward Duties.
9. Opening and closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his ITI qualifications, if it exists.
14. Driving of vehicles, if in possession of valid driving license.
15. Up-keep of parks, lawns, potted plants etc.
16. To assist the store staff in collection of stationery and other materials, equipments, furniture etc., from the firm and to stack in the store properly.
17. To assist the store staff for issuance of stationeries and other materials to different Section/Units on the basis of proper indent.
18. To assist in shifting furniture and equipments from one place to another in the office as directed by his Office-in-charge.
19. To assist the store staff in keeping unserviceable furniture/equipments, stores in the proper manner at appropriate place.
20. Any other works assigned by the superior authority.

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